**Linda R. Bowman**

1249 Lakewood Drive

Fair Lawn, NJ 07410

Phone: 201-796-3361

Email: lrbowman@anymail.com

**Career Objective:**

To obtain an accounting assistant position with "Orion International," and handle daily bookkeeping activities and ensure every accounting transaction is accurate and there is no discrepancies.

**Summary of Skills:**

* Excellent knowledge of accounting principles and procedures
* Experienced in handling bookkeeping activities and fixing accounting errors
* Proficient with MS Office suite, QuickBooks, and business enterprise software
* Experienced in accounts payable, account receivable, and processing invoice payment
* Ability to work with integrated accounting financial software and reporting system
* Strong attention to detail, organizational, and time management skills

**Work Experience:**

Accounting Assistant

High Wings Company, Fair Lawn, NJ

October 2014 - Present

* Performing invoice processing, sending payment reminders, and updating accounts
* Handling daily bookkeeping functions and reconciling account ledger
* Answering phone calls and emails and resolving customer's queries
* Drafting letters and requesting check for overdue accounts
* Entering Federal Tax ID in respective accounts and providing customer service
* Managing spreadsheets, journals, and sales and purchase ledgers

Accounting Assistant

Focal Point Inc., Fair Lawn, NJ

February 2013 - September 2014

* Reconciled purchase orders, invoices, and payment received
* Managed petty cash transactions on a daily basis
* Deposited cash and check in bank and made entries in the computer system
* Handled office inventories and made check payment to vendors
* Distributed a copy of budget to each department head
* Researched and developed resolutions for complex tax issues

**Education:**

* Bachelor's Degree in Accounting  
  ABC University, Fair Lawn, NJ  
  2012

**Reference:**

On request.